

**TOWN OF DAVIE USE ONLY**

Petition Number: _____

Initial Fee: _____

Receipt Number: _____

Submittal Date: _____

Received By: _____

Plat (P) Application

Planning and Zoning Division
Development Services Department

Folio Number:

5		-	4			-			-				
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Property Address: _____
_____**Future Land Use:** _____**Zoning:** _____**Project Name:** _____**Restrictive Note:**

Number of Residential Units
Commercial floor area
Industrial floor area
Other

	,						
	,				,		
	,				,		
	,				,		

Petitioner Info:

Name: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Relationship to the property: _____

Owner Info:

Name: _____

Address: _____

Telephone: _____

Fax: _____

I hereby certify that I am the owner of the described property, I have authorized the filing of the aforesaid request, and I understand that I or my authorized agent must be present at the public hearing to present the request to the Board.

OWNER'S NAME(S) (PRINT)

PETITIONER'S NAME (PRINT)

OWNER'S SIGNATURE
(ALL OWNERS MUST SIGN)

PETITIONER'S SIGNATURE

ADDRESS

ADDRESS

CITY, STATE, ZIP CODE

CITY, STATE, ZIP CODE

TELEPHONE

TELEPHONE

The foregoing instrument was acknowledged
before me this _____ day of _____,
20____, by _____
who is personally known to me or has produced

The foregoing instrument was acknowledged
before me this _____ day of _____,
20____, by _____
who is personally known to me or has produced

as identification and who did take an oath.

as identification and who did take an oath.

NOTARY PUBLIC:

NOTARY PUBLIC:

SIGN: _____

SIGN: _____

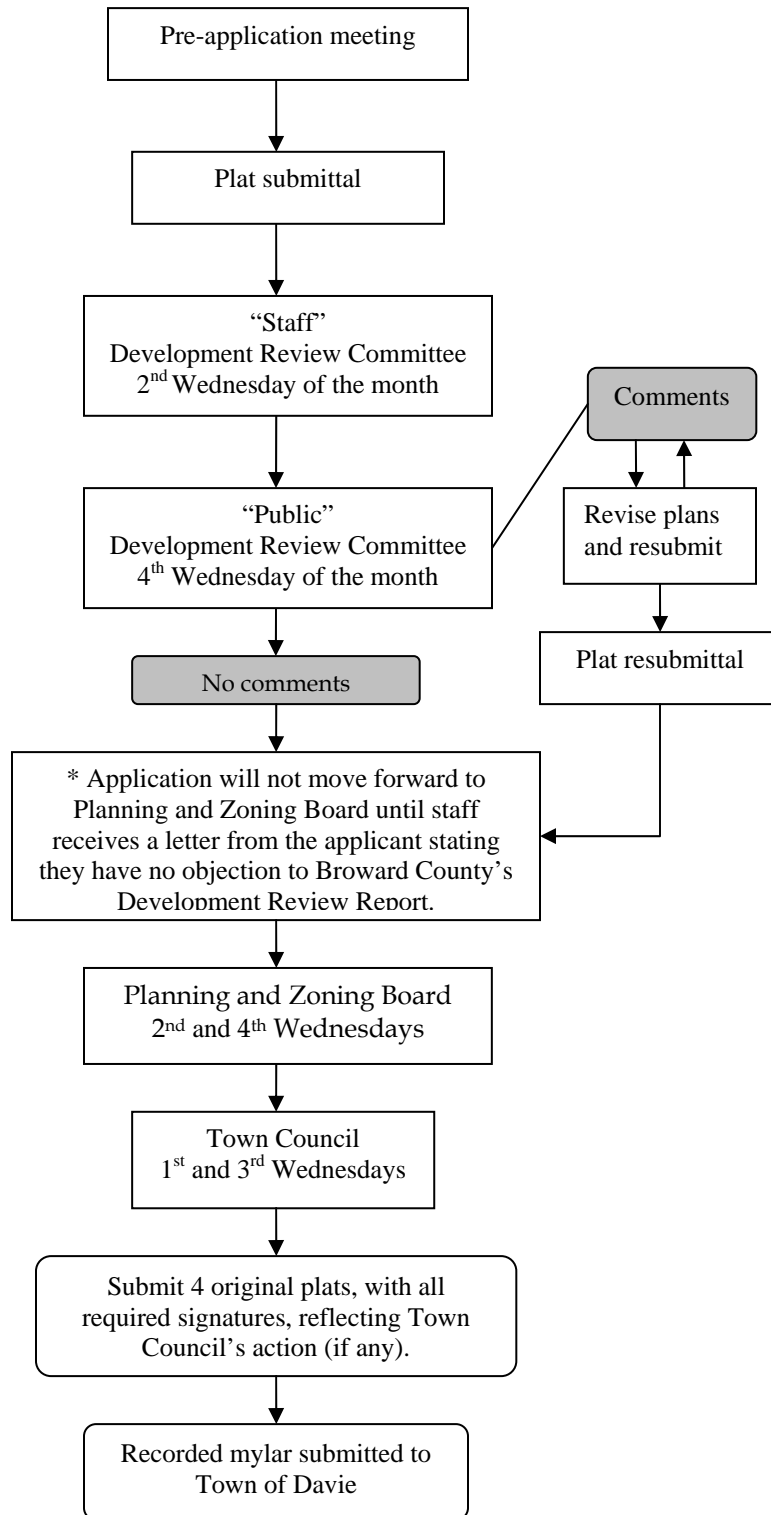
PRINT: _____

PRINT: _____

My Commission Expires:

My Commission Expires:

Plat Application Flow-Chart



* Note: Timeframe depends upon when applicant files for platting at Broward County. Broward County takes between 60 and 90 days to produce a Development Review Report.

Plat Application Checklist

All required information must be provided at the time of submittal unless otherwise noted. Applications that are deemed incomplete may follow a different project tracking.

- ___1. Pre-application meeting form signed by a member of Planning and Zoning staff.
- ___2. Original application form typed or neatly printed in ink, and notarized properly. The application shall be signed by the current owner or owners of the property being platted and will include the name, signature, address and telephone number of the developer's or owner's representative who shall be contacted with regard to processing of the application for plat approval.
- ___3. Check made payable to the Town of Davie in the amount specified on the fee schedule (petitioner should provide calculations).
- ___4. Three (3) full size copies of a boundary and topographic survey, folded to 8.5" X 11" with the binder to the left, as recorded in the official records of Broward County.
- ___5. Twelve (12) copies of the proposed plat folded to 8.5" X 11" with the binder to the left. Plats should be drawn at a scale no smaller than 1" = 40'.
- ___6. Number of plats required:
 - a. Development Review Committee (DRC), twelve (12)
 - i. These are the initial plats submitted when applying.
 - b. Planning and Zoning Board, fifteen (15)
 - i. The plat must be accompanied by a written response to all DRC comments. This written response must be stapled to the front of the first plat.
 - c. Town Council, fourteen (14)

Plat Application Requirements

The following information must be included with the plat.

Please submit site plats with the sheets in the following order:

- 1. Cover/Signature Sheet**
- 2. Plat**
- 3. Survey**

1. Cover/Signature Sheet

- ___1.1. Proposed subdivision name or identifying title which shall not be the same or similar to any name appearing on any recorded plat in Broward County.
- ___1.2. General location map showing the plat in relation to the major road systems and/or natural features within the Town.
- ___1.3. North arrow, graphic scale and date.
- ___1.4. Name of the owner of the property or the owner's authorized agent.
- ___1.5. Name of the registered surveyor responsible for the plat.
- ___1.6. The legal description of the property being platted.
- ___1.7. Space for signature of the Planning and Zoning Board of the Town of Davie.
- ___1.8. Space for signature of the Development Services Department of the Town of Davie.
- ___1.9. Space for signature and seal of the Town Council of the Town of Davie.
- ___1.10. Space for plat book and page number outside the border in the upper right-hand corner of each page.
- ___1.11. Dedication and acknowledgement.
- ___1.12. Mortgagee approval and acknowledgement.
- ___1.13. The surveyor's certificate, which shall state conformity with:
 - ___1.13.1. Chapter 177, Florida Statutes.
 - ___1.13.2. National Geodetic Vertical Datum (NGVD) and National Ocean Survey Third Order Control Standards.
 - ___1.13.3. Applicable sections of Chapter 21 HH-6, Florida Administrative Code.

2. Plat

- ___2.1. Lots and blocks of adjacent recorded plats, giving plat book and page number along with names of plats.
- ___2.2. Plat limits with angles and distances. Plat limits must be clearly marked with a heavy line.
- ___2.3. All existing watercourses, canals and bodies of water within or adjacent to the plat limits.
- ___2.4. All existing streets and alleys on or adjacent to the plat, including name and right-of-way width.
- ___2.5. All existing easements and rights-of-way within or adjacent to the plat limits and the purposes for which the easements or rights-of-way have been established, where known to the surveyor.
- ___2.6. Location and width of all proposed ultimate rights-of-way, alleys, easements; proposed lot lines with dimensions, public areas, and parcels of land proposed or reserved for public use.
- ___2.7. If the development abuts a trafficway, proposed points of access to the trafficway.
- ___2.8. Access to a public right-of-way that will be utilized by the proposed development.
- ___2.9. Show location of all existing and proposed recreation/equestrian trails as shown on the Master Trail Map as located in the Town of Davie Comprehensive Plan's Recreation and Open Space chapter.
- ___2.10. The parcel encompassed by the legal description shown on the plat shall be clearly identified with a heavy line, dimensions and courses, with independent ties to two (2) or more land corners, or independent ties to a recorded subdivision, and one (1) land corner.
- ___2.11. Space for plat book and page number outside the border in the upper right-hand corner of each page.
- ___2.12. Notes or a legend, and any tabular data or other data pertinent to the plat, on each page that contains the drawing.
- ___2.13. All plat dimensions shall be shown accurate to one-hundredths of a foot, except for riparian boundaries, which may be shown as approximate with a witness line showing complete

dimension data. Rows of lots with the same dimensions may use ditto marks providing the first and last lots in the row are appropriately dimensioned.

- ___2.14. Computation of the square footage or acreage of the land proposed to be platted accurate to the nearest one-hundredth of an acre. All survey and survey information shall be certified by a land surveyor licensed in the State of Florida.
- ___2.15. At least two (2) benchmarks referenced to the National Geodetic Vertical Datum of 1929 or the Broward County Vertical Network in conformity with the standards adopted by the National Ocean Survey for Third Order Vertical Control. No benchmark shall be established purporting to be based on the National Geodetic Vertical Datum or the Broward County Vertical Network unless the benchmark is certified by a surveyor licensed in the State of Florida and such certification is shown on the plat. The benchmarks shall be of a permanent nature, easily accessible, located within, along or within two hundred (200) feet of the plat boundary and described by ties to the plat boundary. The plat shall list in the plat notes the governmental benchmark from which the benchmarks were established. Only benchmarks established by federal, state, county or municipal governments shall be acceptable as the starting benchmark.
- ___2.16. The plat shall be restricted to grid bearings or azimuths, with state plane coordinates shown on all permanent reference monuments and all land ties where the plat lies within sections assigned state plane coordinates that have been recorded in the public records of Broward County. Coordinated may be tabulated when necessary for legibility and must appear on each page that contains the drawing. State plane coordinates shall be derived from field measurements in conformity with the "Minimum Technical Standards for Land Surveying," pursuant to Chapter 21, Section 21HH-6, Florida Administrative Code, adopted by the Florida Board of Land Surveyors, September 1, 1981.
- ___2.17. A mathematical closure of the plat boundary which shall not exceed three hundredths (0.03) of a foot.
- ___2.18. Any additional information as requested by the Town of Davie staff.

3. Survey

- ___3.1. Shall have been conducted within the last two (2) years and have the seal of the appropriate professional
- ___3.2. Legal description, north arrow, scale, and date of drawing (including revision dates).
- ___3.3. Angles and bearings, including utility poles, catch basin, manholes, fire hydrants, water, sewer and storm lines
- ___3.4. Site boundaries clearly shown and tied to section corners
- ___3.5. Topography
- ___3.6. Water bodies measured from the top of bank
- ___3.7. Trees over 3" caliper
 - ___3.7.1. Should the location of all trees on the site, identified by species name, caliper, size, and condition be provided, the survey shall fulfill the site plan application submittal requirement of a separate tree survey
- ___3.8. Location of buildings, including the location and size of berms and walls
- ___3.9. Location of light poles and fire hydrants
- ___3.10. Location of underground facilities
- ___3.11. Location of intersections, bridges, sidewalks, driveways, curbs and streets
- ___3.12. Adjoining and internal streets and their widths
- ___3.13. Location of all rights-of-way, dedications and/or easements with O.R. books and pages

Plat Application Questions and Answers

Do I need to Plat?

Each site is specific and must be reviewed individually. Non-residential property is specifically delineated as parcels or tracts; residential property is delineated by lot number and/or block number. The applicant can check with the Planning & Zoning Division or with his/her surveyor or engineer. Also, the applicant is advised to schedule an appointment with a planner prior to plat submittal. The applicant will need to provide the necessary information for determination of need to plat.

When can I submit my plat proposal to Broward County?

An applicant may request a preliminary review at the county level immediately after submitting the proposed plat to the Town of Davie Planning and Zoning Division.

Are there other approvals necessary prior to building permit issuance?

Yes, in most cases, a site plan approval is necessary to receive a building permit. With the exception of development of single family homes or duplexes on two lots or less, site planning is required. The site plan review process is detailed on pages 11 through 15 of this handbook.